

DRUG, ALCOHOL AND TOBACCO USE

STATEMENT OF PURPOSE:

All schools shall have a drug, alcohol and tobacco policy consistent with the State Board of Education guidelines.

AUTHORIZATION/LEGAL REFERENCE:

- 16 V.S.A. Chapter 25 § 1165 – Alcohol and drug abuse
- State Board of Education Manual of Rules and Practice, Section 4212 - 4215 – Act 51
- Vermont School Quality Standards, Section 2120.8.2.3

SUGGESTED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

1. Be knowledgeable about the signs and symptoms of substance use, the substances available and the prevalence of use in the community.
2. Collaborate with the school's administration to create a policy regarding alcohol, tobacco or other drugs (ATOD).
3. Collaborate with the school's administration to create a referral procedure for students who are suspected of being under the influence of ATODs while on school grounds or for students who display a preoccupation with ATODs.
4. Educate the faculty and staff about the school's referral procedure and signs and symptoms of substance use.
5. Collaborate with the school's administration and student assistance counselors to develop a substance use assessment form.
6. Conduct substance use assessments for students who are referred to the health office to determine if it is safe for the student to remain in school.
7. Become an advisor for a student prevention group.
8. Be a resource for students and parents regarding ATODs; provide pamphlets, displays, bulletin boards and smoking cessation groups.
9. Educate parents about the use of substances in your school's newsletter.

RESOURCES:

- Provider's Toolkit; VDH; Health Screening for Children & Adolescents
 - School Health: Policy and Practice, 6th edition by the American Academy of Pediatrics, Committee on School Health, 2004
 - Vermont Department of Health - <http://www.state.vt.us/adap/>
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SAMPLE POLICIES, PROCEDURES, AND FORMS

Vermont School Board Sample Policies

- Alcohol and Drugs
- Substance Abuse Incidents
- Tobacco Prohibition

VERMONT SCHOOL BOARD ALCOHOL AND DRUGS SAMPLE POLICY

Policy

It is the policy of this School District that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school-sponsored activity away from or within the school.

Philosophy

This policy is concerned with the health and well-being of all students and the policy takes into consideration the individual needs of students with alcohol and substance abuse problems as well as the right of all students to receive an appropriate education in an alcohol and drug-free environment. The Board encourages educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with drug abuse.

Chemical abuse and dependency are treatable health problems that are primarily the responsibility of the home and the community. The school shares this responsibility in the areas of prevention (education) and intervention (identification and referral).

Community and schools share in this responsibility because chemical problems often interfere with behavior, learning, and the fullest possible development of each student.

Definitions

Alcohol and drug (substance) abuse is the ingestion of a substance in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

Implementation

The Superintendent (or designee) is responsible for implementing procedures to see that the following requirements are met:

1. **Educational Program.** The District shall conduct an alcohol and drug abuse educational program on a sequential basis from early childhood through grade 12 in accordance with the mandates of 16 V.S.A. §909, the Vermont Alcohol and Drug Education Curriculum Plan, and the federal Safe and Drug-Free Schools and Communities Act (20 U.S.C. §§1701 et seq.).
2. **Cooperative Agreements.** In dealing with substance abuse cases, every effort will be made to promote responsible decision-making by the student involved and other students who are aware of another student's use or abuse. The focus will be to encourage appropriate medical and/or psychological intervention by trained professionals. Students and parents or guardians will be given information about outside agencies and will be encouraged to take advantage of their services and programs.

The _____ School District, under a cooperative agreement with _____ [AGENCY] _____, has established a Student Assistance Program. Students, under the age of eighteen, who have been referred or who refer themselves to the Student Assistance Program counselor may be seen individually by the counselor for purposes of substance abuse screening and consultation. It will be the goal of the Student Assistance Program to encourage the student to involve his/her parents or guardians at the earliest point in time.

No student under the age of 18 will be referred to an outside agency for substance abuse treatment without parental consent unless, in accord with 18 V.S.A. §4226, the student is 12 or over and found by a licensed physician to be dependent upon regulated drugs or an alcoholic.

Parental consent is not required for student participation in group programs conducted within the schools which are educational in nature and designed to impart information and/or assist students in improving their sense of self-esteem. Such groups may be conducted only by trained professionals contracted by the schools to perform such service or by trained school staff who have been approved by the school administration to conduct such groups.

1. **Substance Abuse Team.** In each school the Principal shall form a Substance Abuse Team which shall screen students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems. The membership of the team and the procedures to be used by the team will be developed by the Principal and disseminated in writing to the building faculty and staff.
 2. **Staff Training.** The District will provide school staff with training such that teachers and health and guidance personnel can competently teach or provide other services required in the school's alcohol and drug abuse prevention education program. Such training is outlined in State Board Rule 4213.2.
 3. **Community Involvement.** The District will provide for a program to inform the community about substance abuse issues and about how schools are handling such issues.
 4. **Annual Report.** In a standard format provided by the Department of Education, schools will submit an annual report to the Commissioner of Education describing substance abuse education programs and their effectiveness.
 5. **Notification.** Parents and students will be given a copy of the standards of conduct and disciplinary sanctions contained in this policy and accompanying procedures, and will be notified that compliance with the standards of conduct is mandatory.
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VERMONT SCHOOL BOARD SUBSTANCE ABUSE INCIDENTS SAMPLE POLICY

Students who are experiencing problems with alcohol and drugs are in need of assistance. The type of assistance needed may vary; however, the school system is committed to providing the most appropriate response to each individual. The actions set forth below will be considered routine procedures. In situations where extreme violations occur, the specific action may be waived by the administrator. Any action taken by waiver of these procedures will be explained in a written report to the Superintendent. All disciplinary measures taken in accordance with this policy will comply with due process requirements and, where appropriate, will be consistent with the rights of students with disabilities as reflected in the school's discipline policy.

Students under the influence of alcohol and/or drugs

1. First Offense

- a. A student will be treated as an ill student and will be sent home by an administrator after the parents have been notified. In crisis situations the matter will be handled as a medical emergency and accordingly the school officials will involve ambulance and police assistance as may be appropriate.
- b. Upon the return to school the following day, the student will be dealt with in accordance with the school's discipline program, if applicable.
- c. Police shall be notified when drugs are involved. Reporting of 1st offense alcohol problems to the police is within the discretion of the administrator.
- d. The student will be referred to the school's Substance Abuse Team.

2. Second offense

- a. Steps (a, b and d) of the 1st offense procedures.
- b. Police shall be notified regardless of whether the offense is drug or alcohol related.
- c. The student will undergo an alcohol/drug assessment within ten days of the incident and will participate in a treatment program if warranted by the assessment.
- d. Failure to comply with (c) above (will / may) result in the student being suspended from school for ten days.

3. Third Offense

- a. Step (a) of the 1st offense procedures...
 - b. Police shall be notified.
 - c. The student (will / may) be suspended from school for ten days and may be recommended to the Board for long-term suspension or expulsion.
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Students in possession of drugs, drug paraphernalia, and/or alcohol

When students are found in possession of drugs, drug paraphernalia, and/or alcohol, the substance(s) will be removed from the student. Procedures for handling such incidents will be identical to those used when a student is found to be under the influence of drugs and/or alcohol, except for Step 1a.

Students selling or furnishing alcohol and/or drugs

1. First offense

- a. The student will be suspended from school for ten days after the parents have been notified.
- b. Police shall be notified.
- c. The student will be referred to the school's Substance Abuse Team.

1. Second offense

- a. Steps (a) and (b) for 1st offense will be followed.
- b. The student may be recommended to the Board for long-term suspension or expulsion.

Suspected Substance Abuse

When a staff member has reason to believe that a student might be having a problem related to substance abuse, the staff member shall make a referral to the Substance Abuse Team.

Co-Curricular Activities

Students who violate the School District's policy on alcohol and drugs while they are members of a school team, are subject to additional disciplinary actions as are defined in the school's training rules. Any student who commits a second offense, in the same year, of the School District's policy may not represent the school and consequently the student will immediately be dismissed from all co-curricular activities (athletic and non-athletic) for the remainder of the school year.

VERMONT SCHOOL BOARD TOBACCO PROHIBITION SAMPLE POLICY

Policy

It is the policy of the _____ School District to prohibit the use of tobacco on school grounds in accordance with state law. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products at all times while under the supervision of school staff or at school sponsored activities.

Administrative Responsibility

The Superintendent or his or her designee is directed to take reasonable steps to inform students and employees of this policy, to post signs on school property and to provide notice to visitors and those who are invited to attend school activities in bulletins, programs and announcements related to school events.

Violations of Policy Students who violate this policy will be disciplined under the school's disciplinary policy and procedures, and tobacco products may be confiscated.

Employees who violate this policy will be subject to disciplinary action in accord with applicable employee policies, employment contracts and requirements of law.

Others who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser.

For purposes of this policy, "school grounds" means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, areas adjacent to school buildings, athletic fields and parking lots.
